

**Position:** Planning Director  
**Reports To:** City Administrator  
**Date Revised:** 8/18/2020

**FLSA Classification:** Full Time - Exempt  
**Department:** Administration

### Position Summary

Provides technical assistance to city staff and public regarding planning, development, and zoning matters. Coordinates development projects from concept to execution. Prepares plans and coordinates execution of planning and capital projects. Provides staff support for Planning Commission, Board of Zoning Appeals and Subdivision Advisory Committee. Administers land development regulations and zoning ordinance. Conducts reviews to ensure compliance with land development, zoning and sign regulations. Researches and prepares amendments to the zoning ordinance. Attends boards, commission and community meetings that extend beyond the normal work schedule.

### Position Responsibilities - Essential Job Functions

#### **General Duties**

- Works closely with all the staff to ensure a positive work environment.
- Provides excellent customer service in carrying out all required functions.
- Performs and manages complex and sensitive professional planning projects, research and analysis
- Serves a project manager for planning related capital projects
- Provides overall management of division-related planning functions
- Serves as liaison and performs all necessary functions in support of Planning Commission and Board of Zoning Appeals
- Provides technical assistance and advises City Administrator, City Council, Planning Commission on development and planning related matters
- Researches and prepares applications for grant funding to assist and advance the City's planning projects, goals and objectives.
- Reviews site plans and subdivision plans to ensure code compliance
- Attends evening and weekend meetings as required
- Maintains records and completes related reports. Issues certificates and approvals as appropriate.
- Responds to complex and sensitive planning and zoning issues
- Serves as development coordinator, coordinating, assisting, and informing the development community and property owners on all aspects of the entitlement, development and building approval and permitting process.
- Assists in resolving customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
- Participates in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.
- Maintains prompt and regular attendance; adheres to City policies regarding absences and tardiness.
- Performs other directly related duties consistent with classification role and function.

### Performance Indicators

- **Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all City departments and divisions, co-workers and the general public effectively.

- **Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."
- **Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.
- **Attendance:** Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to City Administrator with respect to vacation time and time-off requests.
- **Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.
- **Judgment:** Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks experienced advice and researches problems, situations and alternatives before exercising judgment.
- **Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.
- **Relationships with Others:** Shares knowledge with City Administrator, department directors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with City Administrator, professionals and the general public.
- **Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.
- **Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace. Maintains equipment and machinery in proper and safe working condition, making minor repairs as needed and ensuring that major repairs are made promptly.

### Position Responsibilities - Additional Job Functions

- Perform other duties as assigned and requested. It is understood that every incidental duty connected with operations detailed in this job description are not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions and as requested by the City Administrator.
- Coordinates with other City Departments on development and plan review functions
- Explains, interprets and provides guidance regarding land development processes and procedures and relevant codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.

## Essential Skills and Experience

- Over 5 (five) years of experience in planning, design, development review, public administration, and/or a related field are required.
- Bachelor's degree or equivalent in planning, design, public administration, or a related field is required. A Master's degree is preferred
- **Driver's License Required:** Class D South Carolina license.
- **Certifications and Other Requirements:** Must meet professional development requirements for Local Planning or Zoning Officials per SC Code 6-29-1310.
- Work requires advanced skills and knowledge in approaches and systems. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. Work results affect large groups as well as the customer-base at large.
- **Reading:** Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.
- **Math:** Advanced Level: Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables.
- **Writing:** Advanced Level: Ability to write policies, contracts, speeches, formal presentations, and/or technical and legal documents and correspondence.
- **Machines, Tools, Equipment, and Work Aids:** Phone, fax, copier, car, calculator, and camera. PC, printer, scanner, Microsoft Office Suite, Outlook, Geographic Information Systems, Photoshop, Sketchup, and InDesign desirable
- Requires the ability to provide information, guidance, or assistance to people to facilitate task accomplishment.
- Demonstrates strong ethical standards, reliability, professionalism, positive attitude, and ability to remain calm in stressful situations.

## Essential Safety Skills - Work Environment

To ensure the greatest possible protection for employees in the workplace, the City of Travelers Rest requires cooperative efforts of all employees with help in establishing and maintaining a safe and healthful work environment.

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

## ADA Compliance

The City of Travelers Rest is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Definitions				
<b>N/A</b>	<b>Not Applicable</b>	Activity is not applicable to this occupation		
<b>O</b>	<b>Occasionally</b>	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
<b>F</b>	<b>Frequently</b>	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
<b>C</b>	<b>Constantly</b>	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

The City Administrator has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the administrator reserves the right to change this job description and/or assign tasks for the employee to perform, as the Council may deem appropriate.

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 Print Employee Name

Employee Signature

Date Signed

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 Print Administrator/Supervisor Name

Administrator/Supervisor Signature

Date Signed

**Planning Director**
**August 2020**

This is not a contract. No information in this document will alter the at-will employment relationship.